

Constitution.

Friends of St David's School, Ashford.

The name of the association shall be known as
"The Friends of St David's" (FOSD).

1 Objectives

- 1. To raise funds, by various means, to be used to provide and enhance the resources that are not normally available from school funds, for the benefit of the pupils of St David's School.**

2 Membership

- 1. All Parents or Guardians of children attending St David's School, and who have paid the membership fee, are automatically members of the FOSD and therefore eligible to become Committee members.**
- 2. Members are liable to pay an annual membership fee. Parents or Guardians may opt out of paying the membership fee, but in doing so forfeit the rights to be a member of the Committee and to vote for members of the Committee.**
- 3. All current Teaching or other School staff who are not also parents, are eligible for membership to the Committee only.**
- 4. Membership of FOSD, and the committee, ceases at the end of the term that the attending child leaves St David's School.**

3 Committee

- 1. The Committee shall consist of a maximum of 16 eligible Parent or Guardian Members together with 4 Teaching or School staff, the eligibility and selection of whom shall be determined by the Headmistress.**
- 2. The Committee shall appoint 4 Officers, being made up of: Chairman, Vice Chairman, Treasurer and Secretary, drawn from the elected members of the Committee.**
- 3. Alterations to this Constitution can be made only by approval of the Committee at the AGM. Proposed changes shall be specified in the notification of the AGM.**
- 4. FOSD shall have the power to perform any activities considered by the Committee to be in furtherance of its Objectives.**
- 5. The Committee has the power to co-opt members to the Committee and to appoint Officers if the need arises during the year, should this occur at any other time than the AGM and its subsequent Electoral Meeting.**
- 6. The Committee shall have the power to appoint sub-committees, who in turn may co-opt Members.**

4 Meetings

1. The Annual General Meeting (AGM) of FOSD shall be held after the commencement of the Autumn term, but not later than 31st October in each year. Reasonable notice of the AGM shall be sent to all eligible Members.
2. At the AGM either the Accountant or the Treasurer will present the Treasurer's report and the annual accounts. The FOSD accounts will be prepared by a qualified accountant, who is not a member of the Committee.
3. The Chairman will report on the previous year's activities and any previously agreed activities and expenditure for the forthcoming year.
4. The election of Committee Members will be carried out at the AGM.
5. Election of the Officers of the Committee shall not take place at the AGM, but at an Electoral Meeting no later than 2 weeks after the AGM.
6. Resolutions shall be passed by a simple majority vote of those present. In the event of a tie the Chairman shall have a casting vote.
7. Other meetings of the Committee shall be held as required.

5 Elections

5.1 Committee Members

1. Existing Committee Members will stand down at each AGM.
2. Prior to the AGM "Election of FOSD Committee" forms will be sent to all Eligible Members. All valid election forms must be received by the Secretary 7 days prior to the AGM.
3. Existing Committee Members will be eligible to stand for re-election to the Committee should they wish to do so.
4. Any Committee Member missing 3 consecutive meetings, having been properly informed of the said meetings, and who has not informed the Secretary in advance, will automatically cease to be a Committee Member.

5.2 Officers of the Committee

1. Forms for self nomination will be sent to Committee Members prior to the Electoral Meeting to ascertain who would like to be considered as an Officer.
2. At the meeting these forms will be opened in the presence of all attendant Committee members. If there is more than 1 nomination for any position a secret ballot will be held at the meeting. If there is a position that remains unfilled the Committee will endeavour to fill this position from committee Members attending this meeting.
3. Officers of the Committee are eligible for re-election if he or she wishes to continue, and the Committee is in agreement. An Officer may hold a position up to a maximum of 5 years. This period may be extended on an annual basis, should there be no other candidate from the Committee wishing to adopt the role and the Officer is willing to remain in the position.

6 Activities

1. The raising of the said funds will be done by organised functions and social events throughout the academic year.
2. Distribution of funds will be for “School Projects” as agreed at a Committee Meeting. Proposals may be made by the Committee or a member of the Teaching or School staff. A Project must be approved prior to expenditure.
3. Should the need arise during the organisation of a specific event to purchase any single item that is in excess of £200, the event organiser will need agreement at a Committee meeting. In the event that there is not a meeting arranged prior to the event, the expenditure must be presented to the Treasurer, who will liaise with another Officer for approval.
4. All lodged funds should be in the name of “FOSD”. All payments require two of the Officers' signatures for the release of the FOSD Funds. All Officers have signatory rights.
5. The financial year of FOSD shall end on 31st July each year, to ensure all funds are banked prior to the year end accounts.
6. 10% of the profits made at the Christmas Bazaar and Summer Fayre will be donated to a Charity decided upon by the Committee at an official meeting.

7 Dissolution

1. In the event of FOSD ceasing to exist, all surplus funds and any assets shall be donated to St David’s School for use to the benefit of the pupils.